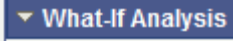


PeopleSoft 9.0 Quick Reference to Running Advisement Degree Progress Report

1. Copy or write down the student's emplid that you want to run for this report from your Advisee list or class rosters
2. From PS SIS account navigate to: Main Menu>Academic Advisement > Student Advisement Report
3. Click the "Add a New Value" tab
4. Choose "VH296" for the Institution field
5. Choose "ADVSR" for the Transcript Type field
6. Choose "Page" for the Output Destination field
7. Click the "Request Detail" tab
8. Enter the student's emplid in the ID field

To access What-If Reports:

- Click the  bar, then click the [Quick What-if](#) link
- Fill in the appropriate fields along with the required term for each override entered
- Click the OK button

*This allows you to see how the student's present credits would apply to a different plan of study, or how other credits may have taken in the past could apply to his or her present plan of study.

9. Click the "Process Request" button, then print from screen **or** follow steps 10-13 to print in a .pdf file
10. Click the "Print" button, then Click the "Report Manager" link
11. Click the yellow "Refresh" button until the Status = "Posted"
12. Click the "Transcript" link to view and print the .pdf file